

**AGENDA**  
**NORTHERN CALIFORNIA CAL-Card USER GROUP MEETING**  
**West Sacramento**  
**June 5, 2003**  
**1:30 to 3:30 p.m.**

**Department of General Services**  
**Ziggurat Building,**  
**707 3<sup>rd</sup> Street, Auditorium, 1<sup>st</sup> Floor**  
**West Sacramento, CA 95605**

**1. WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

- ◆ CAL-Card User Group Survey
  - Prior meeting survey results
  - Today's meeting survey
- ◆ CAL-Card Program Recent Mailing
  - Consulting services, support tools, and websites
- ◆ Year End
  - No budget? = No CAL-Card spending!
- ◆ Duplicate/Electronic CAL-Card Invoicing
  - SAM 8422.1
- ◆ Disputed Transaction Status Report
  - Acknowledgement and Resolution Notification
- ◆ [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) [www.calcard.com](http://www.calcard.com)

**2. Meeting Planning and Travel**

- ◆ Special Guests
  - Donna Carry, DGS, Fleet Administration  
Society of Government Meeting Professionals  
National President
  - Wendi Williamson, Dept. of Aging  
Society of Government Meeting Professionals  
President Sacramento Chapter

**3. U.S. BANK – Susan Kisse**

- ◆ How to get the most out of your reports
  - Rocky to C.A.R.E.
  - Paper to Electronic

**4. Questions & Answers**

**5. Mark your calendars for the next West Sacramento CAL-Card User Group Meeting, September 4, 2003. Look for a full day of CAL-Card information.**

8:30 - 9:55 a.m.	CAL-Card Program Orientation
9:55 - 10:05 a.m.	Break
10:05 - Noon	CAL-Card Accounting Overview
Noon - 1:30 p.m.	Lunch Break (Note: Lunch is not provided.)
1:30 - 3:30 p.m.	CAL-Card Quarterly User Group Meeting